

ADM-10.1
(correspondence)

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27 September 1966

MEMORANDUM FOR: Executive Officer, Directorate for Science
and Technology

SUBJECT : Comments on Current Monthly Report Content

1. First, the basic purpose of the Office submissions is to provide management data to the DD/S&T. I have no feel for the usefulness of the OCS contribution to this end.

2. The Monthly Report book, as currently circulated, is too long--I seldom can do more than skim it. It is also heavily weighted with jargon, which, however, has taken on more meaning as the program of briefings by the other Office directors has proceeded. The interesting but too-detailed-for-this-purpose day-by-day accounts of meetings and briefings by ORD, OSI and FMSAC could be pared. Our OCS contribution is too long and too jargon-oriented; I do plan to revise it for my own purposes.

3. I miss in the overall Offices' contributions, although I can sometimes infer, identification of problem areas and significant trends, either positive or negative.

4. The above notwithstanding, the current book serves a useful informational purpose; no such vehicle circulated to OCR in the DD/I area. I would rather scan the current volume for specific items of interest than have no such medium available.

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Director of Computer Services

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